



SACRAMENTO - SAN JOAQUIN
DELTA CONSERVANCY

3500 Industrial Blvd.
West Sacramento, CA 95691
<http://www.deltaconservancy.ca.gov>

Consideration of Resolution Authorizing/Approving the Executive Officer to apply for funding assistance.

Requested Action: Staff requests that the Board adopt a Resolution authorizing the Executive Officer to apply for funding assistance (Exhibit A).

Background

At the November 3, 2010 Sacramento-San Joaquin Delta Conservancy Board (Board) meeting, staff informed the Board that they would be asked to consider adopting a "blanket" resolution authorizing and approving the Executive Officer (or Interim Executive Officer) to sign and file, on behalf of the Board, applications or requests for financial assistance.

At its meeting on June 9, 2010 the Board approved a request to delegate certain responsibilities to the Interim Executive Officer (see Attachment 1). At this time Staff is requesting that the Board adopt a resolution that would allow the Interim Executive Officer to apply for financial assistance (grants, loans, cost-share agreements, etc). The current delegation of authority does not address funding applications. Without this blanket resolution the Board would have to approve each individual application for funding that Conservancy staff pursues. The proposed resolution "Application/Authorized Representative Resolution" is attached as Exhibit A.

From time to time, even with the adopted resolution, it may be necessary for staff to request the Board's approval of other resolutions approving an application for funding assistance. Many agencies and organizations require that their own resolution, with very specific language, be adopted by the requesting organizations' Board. Going forward staff will include these types of actions, if any, on the Consent Calendar.

Recommendations

Staff recommends that the Board adopt the Application/Authorized Representative Resolution.

List of Attachments/Exhibits

Attachment 5.1 – Agenda Item 12, *“Consideration of Interim Delegation of Authority to the Interim Executive Officer”*, Sacramento-San Joaquin Board Meeting, June 9, 2010

Exhibit A – “Application/Authorized Representative Resolution”

Contact

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Consideration of Interim Delegation of Authority to the Interim Executive Officer {May 2010}

Requested Action: Delegate authority to the Interim Executive Officer, for an unspecified interim period and with limitations, to carry out routine administrative activities; to appoint and hire staff; to execute contracts and interagency agreements, to authorize purchase orders up to \$50,000 per item and to perform other activities as necessary on behalf of the Delta Conservancy.

Background

Staff is recommending that the Board make a temporary delegation of authority to the Interim Executive Officer to ensure the timely startup of operations for the Delta Conservancy during the interim until a permanent Executive Officer is hired. The hiring process for an Executive Officer could take six months or longer possibly delaying activities that must occur prior to and just after July 1, 2010 when the Delta Conservancy becomes an independent state agency.

There are various routine administrative functions such as signing staff timesheets; completing budgetary documents and developing materials for Board meetings that constitute the daily activities of the Conservancy and could be managed by the Interim Executive Officer. In addition, numerous agreements and documents must be developed and executed in order to implement and carry out the Conservancy's business. Examples include, contracts for temporary office space, interagency agreements to secure specialized services such as Human Resources and contracts for purchasing office supplies and equipment.

Delegating authority to the Interim Executive Officer for these routine functions will allow the Board to focus on higher level policy matters for the Conservancy while making the best use of their limited time. In addition, delegating authority to the Interim Executive Officer to manage routine functions will ensure timely completion and implementation of time sensitive administrative activities, agreements, and contracts.

Staff also recommends delegating purchasing and contracting authority to the Interim Executive Officer up to \$50,000 per item.

Staff anticipates that the Board will make a general delegation of authority to the permanent Executive Officer, after the Executive Officer has been appointed. The general delegation of authority would most likely be scheduled for the meeting after the Executive Officer has been appointed. When the general delegation of authority is granted to the Executive Officer, the above interim delegation of authority to the Interim Executive Officer would end.

Contact

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**SACRAMENTO-SAN JOAQUIN DELTA CONSERVANCY
RESOLUTION NO. 2010-0001 (Proposed)**

APPLICATION/AUTHORIZED REPRESENTATIVE RESOLUTION

BE IT RESOLVED by the Sacramento-San Joaquin Delta Conservancy Board that the Executive Officer (or Interim Executive Officer) is hereby authorized and directed to sign and file, for and on behalf of the Sacramento-San Joaquin Delta Conservancy, a Financial Assistance Application for a financing agreement from the (Agency Name) for the planning, design, and construction of (Project Title or Description); and

BE IT RESOLVED that the Sacramento-San Joaquin Delta Conservancy hereby agrees and further does authorize the aforementioned representative or his/her designee to certify that the Sacramento-San Joaquin Delta Conservancy has and will comply with all applicable state and federal statutory and regulatory requirements related to any financing or financial assistance received from the (Agency Name); and

BE IT FURTHER RESOLVED that the Executive Officer or his/her designee of the Sacramento-San Joaquin Delta Conservancy is hereby authorized to negotiate and execute a financial assistance agreement from the (Agency Name) and any amendments or change orders thereto and certify financing agreement disbursements on behalf of the Sacramento-San Joaquin Delta Conservancy. Except for grant awards, such financial assistance shall not exceed \$50,000 (Fifty-thousand dollars).